eWiSACWIS Advisory Committee

<u>Purpose</u>: The Committee is an ongoing advisory committee with members from user agencies that advises the Department of Health and Family Services (DHFS) on eWiSACWIS system operation and implementation of recommendations from the December 2005 eWiSACWIS Quality Improvement Report. The Committee establishes priorities for system enhancements, makes recommendations for user support, coordinates local agency involvement in the system change management process, and does long-term strategic planning for the system.

<u>Reporting Relationships</u>: The Committee advises the DHFS Division of Children and Family Services (DCFS) and the Wisconsin County Human Services Association (WCHSA) on system issues. The Committee provides updates as requested to the Program Enhancement Plan (PEP) Implementation Team. The Committee also coordinates with the eWiSACWIS Training Committee of the Child Welfare Training Council.

<u>Membership</u>: The Committee membership includes:
- At least 2 county human/social service directors or child welfare program managers, appointed by WCHSA.
- Up to 10 county agency program staff who are system users, with 1-2 from each DHFS region. The staff should include a mix of large and small counties and social worker, super-user and supervisor job functions. On an ongoing basis, the county agency members could be selected by regional user groups.
- 1-2 Bureau of Milwaukee Child Welfare (BMCW) program staff users, appointed by BMCW.
- 1-2 technical staff, recruited by DCFS.
- 1-2 fiscal staff, recruited by DCFS.
- 5 DHFS staff, including representatives from DCFS program policy and research units, eWiSACWIS program team, eWiSACWIS technical team, and CGI-AMS (maintenance vendor) staff, appointed by DCFS.

<u>Meeting Schedule</u>: The Committee meets quarterly. Two of quarterly meetings will be held in conjunction with the semi-annual PAW/TAW meetings. The other quarterly meetings will be held via teleconference. All meetings will be open to the public. Other DHFS staff, local agency users and interested persons may attend meetings.

<u>Committee Management</u>: The Committee is co-chaired by one of the county directors and a DCFS representative.

<u>Staff Support</u>: DCFS provides staff support to the Committee, including arranging meetings, establishing agendas, taking meeting notes, and making presentations. Committee materials will be available to committee members and the public on the eWiSACWIS Knowledge Web.